



# *Job Opportunity*

## *California State Lands Commission*

The State Lands Commission is an equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religion, political affiliation, age, medical condition, political/religious opinion, discrimination complaint filing or sexual orientation.

January 9, 2006

### **PUBLIC LAND MANAGEMENT SPECIALIST II**

**\$3,589 – \$4363 per month**

### **PUBLIC LAND MANAGEMENT SPECIALIST III**

**\$4316 – \$5247 per month**

**(WILL CONSIDER FILLING IT AT EITHER LEVEL)**

Under the supervision and direction of the Public Land Manager II, or Public Land Manager I, the incumbent, as part of a LMD Leasing/Negotiating team, will perform the following tasks:

#### **Public Land Management Specialist II:**

- Review preliminary title reports and title status determinations reports prepared by Commission staff;
- Analyze applications for proposed uses on the State's ungranted sovereign tide and submerged lands;
- Review project application documents for completeness;
- Negotiate permits and leases of sovereign lands for such varied uses as open space, wildlife habitat, preservation and enchantment of wetlands, recreational piers, commercial and industrial uses and pipelines, etc.;
- Prepare correspondence regarding the leasing of sovereign lands;
- Re-negotiate periodic rent reviews and lease renewals;
- Prepare calendar items and make recommendations for Commission action and other related work;
- Provide assistance to journey level Public Land Management Specialists involving more complex lease negotiations and title settlement issues;
- Assist other Public Land Management Specialists in resolving lease compliance issues including rent arrears, current rent, liability insurance, surety bond requirements and other general lease provisions;
- Assist in analyzing alternatives to proposed projects and negotiate conflict resolutions, prepare staff reports regarding findings and make recommendations to management;
- Assist other Commission staff in the monitoring of lease mitigation requirements and lease conditions for environmental compliance;
- Write letters and memoranda and other documents relevant to the functions and duties of a Public Land Management Specialist;
- Maintain maps, reports, statistical data to facilitate in the Commission's property management responsibilities;
- Assist in researching questions regarding the Public Trust Doctrine, environmental laws and regulations, and other resource law and regulations, land law and property rights issues;
- Some travel required.

#### **Public Land Management Specialist III:**

- Review preliminary title reports and title status determinations reports prepared by Commission staff;
- Analyze applications for proposed uses on the State's ungranted sovereign tide and submerged lands;
- Review project application documents for completeness;

- Negotiate leases of sovereign lands for such varied uses as open space, wildlife habitat, preservation and enchantment of wetlands, recreational piers, pipelines and commercial and industrial uses, etc.;
- Prepare correspondence regarding the leasing of sovereign lands;
- Re-negotiate periodic rent reviews and lease renewals;
- Prepare calendar items and make recommendations for Commission action and other related work;
- Provide assistance to higher level Public Land Management Specialists or Public Land Managers involving more complex lease negotiations and title settlement issues;
- Resolve lease compliance issues including rent arrears, current rent, liability insurance, surety bond requirements and other general lease provisions;
- Analyze alternatives to proposed projects and negotiate conflict resolutions, prepare staff reports and summaries regarding findings, and make recommendations to management;
- Assist other Commission staff in the monitoring of lease mitigation requirements and lease conditions for environmental compliance;
- Write letters and memoranda and other documents relevant to the functions and duties of a Public Land Management Specialist;
- Maintain reports and statistical data to facilitate in the CSLC property management responsibilities;
- Assist in researching questions regarding the Public Trust Doctrine, environmental laws and regulations and other resource law and regulations, land law and property rights issues;
- Some travel required.

#### **DESIRABLE QUALIFICATIONS:**

- Good communication skills and ability to interact professionally with staff and the public;
- Familiarity with personal computers – Microsoft Office Systems, Novell Groupwise Network Software and Access;
- Ability to work under tight timeframes and pressure;
- Good attendance and dependability;
- Good organizational skills and self-motivation;
- Good judgement and tact;
- Willingness to accept responsibility;

**POSITION LOCATION:** 100 Howe Avenue, Suite 100-South Sacramento, CA 95825

#### **HOW TO APPLY:**

Submit resume & standard State application to:

**California State Lands Commission  
Personnel Office  
100 Howe Avenue, Suite 100-South  
Sacramento, CA 95825-8202**

**Telephone: (916) 574-1910  
FAX (916) 574-1915**

#### **WHO MAY APPLY:**

State employees with transfer eligibility, reinstatement eligibility or employment list eligibility. Transfers from surplus agencies or individuals on SROA/Surplus will be given first consideration.

State employees with transfer eligibility, reinstatement eligibility or employment list eligibility.

Former State employees with reinstatement eligibility or employment list eligibility.

Non-State employees who have already taken an examination for this job classification and have established employment list eligibility.

Applications will be screened and only the most qualified candidates will be scheduled for an interview.

**FINAL FILING DATE: Until Filled**